Reports

RECORDS MANAGEMENT STAFF
FORMS MANAGEMENT BRANCH

OBJECTIVES FOR LAST HALF OF FY 56, STATUS OF
CURRENT PORGRAM, AND PROGRAM OUTLOOK

OBJECTIVES

I. Programming

A. Issue Forms Management Regulations.

B. Issue Forms Management Handbook.

C. Re-issue 1st Forms Poster; issue new posters quarterly.

D. Provide Forms Management training for Area Records Officers.

E. Provide Area Records Officers and others, on a need to know basis, with numerical, functional, and alphabetical forms listings.

F. Develop for Agency-wide application, savings cost, and program progress, reporting systems.

G. Continue to stress quality and customer satisfaction in the creation of records.

II. Administration

A. Intensify efforts to reduce present 6 - 7 weeks backlog to a maximum of 2 weeks.

B. Transfer copy preparation function from PSD/OL to FMB with associated personnel and records.

C. Modernize copy preparation methods and techniques through acquisition of (2) new DSF-20 Varitypers and allied equipment.

D. Strive for an expanded T/O (regardless of action taken on II-B) to add 1 analyst and 1 clerk.

E. Intensify efforts to bring bootleg forms under control, particularly those in DD/I and DD/P.

F. Complete modernization of functional file. Study present code system to determine need for revision, additions and/or deletions to code categories.

G. Systematize reference and informational materials for ready accessibility.

H. Continue to improve forms procurement, storage, issuance and utilization practices.

III. Operational

A. Obtain final coordination and issue the revised "Personal History Statement".

B. Develop a common information report format for IAC Agencies.

C. Develop a common Inter-Agency Library Loan form for IAC Agencies.

D. Evaluate and report on NCR paper tests.

E. Complete Batch studies and take corrective action to prevent future technical difficulties.

F. Standardize Dispatch forms and procedures Agency-wide.

G. Review all agency forms to locate those no longer needed and purge from system.

STATUS OF THE CURRENT PROGRAM

The lack of an adequate T/O, coupled with increased demands for forms management services from all areas, has resulted in an excessive workload and a steadily mounting backlog. Necessary concentration on immediate operational requirements continues to seriously hamper overall program development, particularly the fulfillment of planned broad program and administrative objectives. Despite these limitations many benefits have been realized from the establishment and maintenance of effective controls over some 1700 CIA and other Government forms.

PROGRAM OUTLOOK FOR LAST HALF OF FY 56

Unless positive action is obtained in the first quarter of this period on Objectives II B, C and D, the outlook for the next six months remains much the same, namely that of "holding the line" in meeting current operational demands. If these objectives are met, and demands on our services do not materially increase, it should be possible to accomplish most, if not all of our stated objectives.